

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
INDEPENDENCE NATIONAL HISTORICAL PARK  
313 WALNUT STREET  
PHILADELPHIA, PA 19106

APPLICATION/PERMIT - SPECIAL EVENTS, PUBLIC ASSEMBLIES, AND MEETINGS

INSTRUCTIONS: Type/print in black ink the information requested in items 1-10. If a section or sections do not apply, insert N/A. If space provided is insufficient, attach supplemental sheet(s) bearing the item number. After completing all items, sign and date the certification in item 11 and return this application along with a check or money order for the application charge of \$50.00. Make the check/money order payable to Independence National Historical Park, and forward to: Independence National Historical Park, 313 Walnut Street, Philadelphia, PA, 19106, Attn: Special Events Office.

Allow a minimum of 3 working days for processing your permit application. The Special Events Office, (215) 597-9205 Fax: (215) 597-0042 is open from 8:30 a.m. to 4:30 p.m., Tuesday through Saturday. We will contact you if further information is necessary or if your application cannot be approved as requested. The National Park Service reserves the right to deny requests that are not compatible with the conditions and guidelines established in 36 CFR §2.50 & §2.51.

Upon approval of your application, a copy of your approved application/permit, and the terms and conditions of the permit will be returned to you. After you receive this confirmation, it will be your responsibility to contact the Special Events Office if any change occurs. The approved application/permit and conditions of the permit must be in your possession at all times while on park property during the event.

1. APPLICANT Name: \_\_\_\_\_ 2. ORGANIZATION Name: \_\_\_\_\_  
Street/Address: \_\_\_\_\_ Street/Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_  
Phone No.: Day ( ) \_\_\_\_\_ Evening ( ) \_\_\_\_\_ Phone No.: ( ) \_\_\_\_\_  
Fax ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_ E-Mail: \_\_\_\_\_

3. Purpose/Nature of the event for which the permit is requested: \_\_\_\_\_  
\_\_\_\_\_

4. Date(s) & Time(s) of the Event:  
A. Set-up for the event will begin at \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year).  
B. The event will begin at \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)  
and the event will end at \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year).  
C. Clean-up/take-down will be completed by \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year).

5. Maximum number of participants expected \_\_\_\_\_ (if unsure, please provide an estimate).

6. Specific park buildings, grounds or facilities requested, (for example, the Judge Lewis Quadrangle, Welcome Park, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

7. Name of person who will be in charge of the event on-site: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
Note: The person named here shall be the one who has full authority to make any on-site decisions about the event.

8. Please supply the information requested below. Failure to provide complete information may result in denial of your permit application.  
A. Describe plans for the proposed event. Include a complete time schedule and a list and/or description of all activities planned for the event, the proposed route of any march or parade planned, and a list of all principal speakers, if any.  
B. List all items to be used during the event including platforms, AV equipment, signs, fencing, decorations, catering equipment, tables, chairs, etc..  
Note: No parking is provided. Any loading/unloading must be done from the curb.  
C. List all vendors, contractors, groups, or individuals providing support services for the event such as caterers, sound technicians, electricians, entertainment groups, etc. (including name, address, phone number, and service provided).

(continued)

